

**USACE FINANCE CENTER
BIWEEKLY REPORTS
COMBINED FOR PERIODS ENDING 12 & 26 JULY 2002**

I. CEFMS:

a. We developed a standard query for HQS USACE (CECS, Maj. Goeller) that provides information on the status of OCONUS travelers. The query can be generated against all USACE activity databases. The query provides the traveler's name, the OCONUS destination country, travel dates, the traveler's duty station and identifies the traveler as military or civilian. Prior to the development of this query, the data was gathered manually and entered into a spreadsheet, which increased the possibility for numerous errors. The query process will save a significant amount of time and provide more accurate travel data for HQ USACE (CECS).

b. We are reviewing our current process and making improvements to help make the CEFMS year-end closing process more efficient. Our goal is to close all USACE activities within a 24-hour period. The new fiscal year (FY 03) begins on Tuesday and the pay period ends the following Saturday; therefore, it is critical that the year-end process be completed expeditiously for timely time and attendance processing.

c. We improved the payment process for construction contract progress payments using Form ENG93 within CEFMS. Previously, project managers were forced to enter separate pay estimates for payments and refunds of retainage/deductions to contractors. The CEFMS improvements now allow the project manager to enter one pay estimate for all amounts due contractors - payments, withholding, and refunds

d. We are continuing our support effort with PMPB and P2 to develop the interface routines for the P2/CEFMS interface which includes work items, funding, labor burden rates, organization codes, purchase requests and financial cost data.

e. We completed the update of the Work Management User's Manual and posted the update to the user manual web site. The user's manuals can be accessed and used by all USACE activities to help them with their daily processes.

f. Added travel order number field to plant rental billings screen to provide link between rental of government vehicle for TDY purposes and associated travel order number. This improvement will match the vehicle cost distribution to the travel order number obligation eliminating a manual process for the facility manager.

g. We completed programming for the Electronic Funds Transfer (EFT) of Korean Won vendor payments. We added a new data manager screen and modified the vendor screen for Korean Bank Codes. This change will allow EFT payments from the UFC to Korean vendors---a process that will be needed upon consolidation of the Far East District.

h. We developed three screens to assist users in reconciling general ledger accounts, 2210.10 (Accrued Payroll-Civilian), 2210.11 (Accrued Leave) and 2213.10 (Employer Contribution-Civilian). The screens display account balances and a difference, if any, between the general ledger detail and the subsidiary records

II. PROBLEM REPORTS/IMBALANCES:

a. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	784	795
Priority #1 Problem Reports	71	94
GUI Relate	1	1

Received 394 new problem reports and completed 405 problem reports.

b. Database Imbalances on our 61 Production Sites:

# of Imbalances	<u>This Report</u>	<u>Last Report</u>
None	52	57
One	3	1
Two	1	0
Three	1	2
Four	1	0
Eight	2	0
Ten	1	0
Twelve	0	1

III. ACCOUNTING OPERATIONS:

NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	262
HUNTSVILLE	23
USACE HQ	<u>1</u>
TOTAL	286

DISBURSING WORKLOAD DATA:

<u>PAYMENT</u>	<u>CURRENT MONTH</u> <u>July 01 - 23</u>	<u>YEAR TO DATE</u> <u>Oct 01 - Jul 23</u>
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BY CHECK:

Checks Issued	12,846	161,185
Percent of Total	16%	18%
Dollar Amount	\$102,224,905	\$1,287,299,380

BY EFT:

Transfers Made	36,523	382,197
Percent of Total	84%	82%
Dollar Amount	\$762,685,674	\$7,381,981,809

IV. OTHER UFC ISSUES:

a. Three UFC employees recently passed the Certified Defense Financial Manager (CDFM) certification exam. Bonnie Tudor, Accounting Directorate, and Linda Brooks and Patty Hanuschik, Systems Development and Maintenance Directorate now hold the title of Certified Defense Financial Manager. A number of other UFC employees have attended the CDFM class and are preparing to take the exam.

b. As a result of DoD's focus on delinquent Accounts Receivable with the Public, the Directorate of Finance, Accounts Receivable/Debt Management Division is reviewing applicable regulations/guidance related to referring delinquent public debt to the U.S. Treasury for collection. The USACE has generally not complied with this requirement in the past. After we complete the review and outline our procedures, we will disseminate the information to all USACE supported activities. We will refer delinquent public debt to the U.S. Treasury after appropriate follow-up actions have been taken.

c. We are receiving numerous temporary duty travel vouchers that contain claims for reimbursement of miscellaneous expenses. The Joint Travel Regulation (JTR) specifically states items that may be reimbursed as miscellaneous expenses on travel vouchers. We must disallow reimbursement of items that do not qualify for reimbursement. Those disallowed items may be claimed by using the SF 1164, Claim for Reimbursement for Expenditures on Official Business. We notify the travelers of the disallowance and also advise them to claim the reimbursement using the SF 1164 process. We notified all USACE activities of this requirement in March 2001---we will reiterate the requirement by resending our March 2001 memo to all activities.

d. Mr. Lee Autry and Ms. Anne Schmitt-Shoemaker represented the UFC at the DoD Intergovernmental Payment and Collection (IPAC) Conference in Columbus, OH on 9-11 July 2002. Mr. Autry and Ms. Schmitt-Shoemaker briefed our IPAC processes and heard briefings from other DoD IPAC partners.

e. The Directorate of Administration, Accounting Quality Division, has completed the review of PCS vouchers paid through the first quarter of FY02. These reviews are performed on a sample basis for all PCS settlements processed by the UFC. The reviews have resulted in improvements in our processing of these vouchers, as reflected in the reduction in monetary error rates over the recent fiscal years. The error rate has decreased over 50% and continues to improve.

f. We are coordinating with CEIR to reduce or eliminate access to CEFMS databases by AAA auditors. Thirty AAA auditors have access to most CEFMS databases across the Corps. However, since AAA will no longer perform audits related to CFO statements, we have questioned the continuing need for access to CEFMS.

g. We have completed the required quarterly accrued leave analysis for the UFC. Our analysis indicates that the UFC is funded at 107% of its leave liability as of the end of June. This funded rate is within the acceptable range of 100-115%.

h. At the end of the third quarter, we reported manpower utilization for both civil and military FTEs within the acceptable range. Civil and military FTE utilization exceeded our plans by less than one percent. Therefore, the third quarter CMR will reflect a green rating.

i. The UFC property inventory is 100% complete at the end of the third quarter and will reflect accordingly in the CMR.

j. Our Accounting Quality Division is continuing to resolve older FEMA bills owed to various USACE activities. Our focus has been on bills that were related to litigation and which must be approved by the FEMA Office of General Counsel prior to payment.

k. The Resource Management Division initiated the annual collection from USACE activities for two centralized billing programs, Civilian Illness and Injury Compensation (CIIC) and International Cooperative Administrative Support Services (ICASS). The total amount due to the Department of Labor for the CIIC is about \$18M, which is funded from applicable USACE activities for the military portion and funded centrally for the civil portion. The FY02 ICASS bills from the Department of State total about \$800K and are funded by those USACE activities which have OCONUS sites receiving this support, i.e. the Transatlantic Engineering Center, Mobile District, and Europe District.

l. UFC staff has been working with DFAS-IN personnel to clear the Command Expenditure Report errors (CERs). These errors were associated with the open allotment flux account. Transactions have been processed by the UFC for month-end submission---these transactions should reduce the remaining CER errors to zero.

m. We have started planning for the year-end close out process. We are developing procedures and plans for the FY 02 closeout process. The UFC annual Year-End Close Out Memorandum and processing schedule will be provided to all USACE activities during the first week of August.

n. The Directorate of Accounting staff met with DFAS-DE and DFAS-IN representatives on 24-25 July 2002 at the UFC to resolve problems that the Air Force was experiencing with reporting reconciliation errors from USACE. Jo Ann Evans, CERM-F, also attended the meeting. The meeting was very productive and numerous issues were resolved.

o. Senior accountants from our Accounting Directorate, in conjunction with CERM-F, are determining our responsibilities for reporting construction in progress (CIP) for Air Force appropriations to DFAS-DE. We will provide DFAS-DE detailed general ledgers on a monthly basis to meet the reporting requirement. Our monthly general ledger report will provide the financial data that DFAS-DE needs to prepare their financial reports.

p. The Directorate of Accounting, CFO Division, completed the DoD requested analysis of aged accounts receivables for the previous five years. On 9 July 2002, the completed analysis was forwarded to CERM-F for submission to ASA (CW) and Carmen Covey, OSD.

q. Our final CFO Military Appropriations workshop was held 15-19 July 2002 with HECSA, TAC, Alaska, Fort Worth, and Albuquerque. We have continued to receive positive feedback from the participants at the workshops and have accomplished an average of 60% reduction in military abnormal general ledger account balances during the workshops.

r. On 16-18 July 2002, we presented the sixth of eight scheduled SQL training sessions for 2002. There were attendees from the Tulsa, Nashville, Little Rock and Norfolk Districts. The final two sessions for this calendar year will be conducted in August and November.

s. On 19 July we completed the initial submission of the FY04 OMB Exhibit 300, Capital Assets Plan, for CEFMS. This exhibit is required annually to provide information supporting the continued investment in certain major acquisitions. The Exhibit contains data that demonstrates sound planning, the connection between the asset and agency strategic goals, realistic cost schedules, and an effective performance measurement system.

t. On 18 July 2002, we received the draft FY03 OMA program budget guidance that contains \$882K ED&M funding for the UFC. This amount matched the initial guidance, which was used to prepare our FY03 ED&M budget submission. As we indicated in the budget submission, this funding level is about \$152K less than our requirements. Unfunded requirements are primarily training costs and support costs such as facilities, administrative labor, information technology, etc.

u. We are continuing to prepare the final baseline submission package for the U. S. Army Manpower Analysis Agency (USAMAA) manpower certification survey scheduled at the UFC in November 2002. We have made changes to our submission as a result of the CERM-M review of our initial baseline package. The Resource Management Division is also making changes required by the revised format issued by CERM-M for the final submission of the baseline package.

v. On 17 July 2002, we provided CEFMS Foreign Currency Training to the Accounts Payable Division. The purpose of the training was to ensure that all accounts payable staff members fully understood the new foreign currency responsibilities that were assumed on 1 April 2002 as a result of the Europe District consolidation. All staff members responded well to the training and look forward to the opportunity to support the Korea and Japan Districts in April 2003.

w. We reorganized the Accounts Payable Division on 13 July 2002. The reorganization provided two staff positions, one in the Accounts Payable Division and one in the Directorate of Finance as well as streamlining the current accounts payable staff into three teams—the division had included four teams. The staff positions will be used to complete special projects and initiatives within the Directorate of Finance.